

## Privacy Policy - Recruitment

### 1 Introduction

- 1.1 Massers Limited respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from), and tell you about your privacy rights and how the law protects you.

### 2 Important information and who we are

- 2.1 This privacy policy gives you information about how Massers Limited collects and uses your personal data belonging to you or your personnel in the context of providing legal services to you or your business, through your use of the firm's website and through any of the other ways we interact, as set out in more detail below.

### 3 Controller

- 3.1 Massers Limited is the controller and responsible for your personal data (collectively referred to as "Company", we, us or our in this privacy policy).
- 3.2 We have appointed a data protection officer (DPO) who is responsible for overseeing questions in relation to this privacy policy. If you have any questions about this privacy policy, including any requests to exercise your legal rights, contact the DPO using the details set out below.

### 4 Contact details

- 4.1 Massers Limited is registered in England and Wales under company number 04227801 and our registered office is at 15 Victoria Street, Nottingham, NG1 2JZ. We are regulated by the Solicitors Regulation Authority.
- 4.2 If you have any queries regarding this privacy notice, please contact us using the details below:

Data Protection Officer	Richard Jackson
Email address	<a href="mailto:law@massers.co.uk">law@massers.co.uk</a>
Postal address	15 Victoria Street, Nottingham, NG1 2JZ
Telephone number	0115 8511666

- 4.3 You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal

with your concerns before you approach the ICO so please contact us in the first instance.

## **5 The personal data we collect about you**

- 5.1 As part of our recruitment process, we need to obtain your personal data. Personal data means any information about an individual from which that person can be identified.
- 5.2 We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:
- 5.3 **Identity Data** - includes first name, last name, any previous names, username or similar identifier, marital status, title, date of birth and gender.
- 5.4 **Contact Data** - includes billing address, delivery address, email address and telephone numbers.
- 5.5 **Academic Data** – includes qualifications, place of study, grades and results of exams sat.
- 5.6 **Employment Data** – includes previous job roles, duration of employment, place of employment, working hours and salary attached to those positions.
- 5.7 **References** – includes your conduct and capabilities within a previous job role or academic setting. Information surrounding any grievance, disciplinary or performance issues.
- 5.8 In certain circumstances, our collection of the different categories of data set out above may include the collection of Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health, and genetic and biometric data). We also may collect Criminal Convictions and Offences Data.

## **6 How is your personal data collected?**

- 6.1 We use different methods to collect data from and about you including:
- 6.2 In the process of carrying out our recruitment process where we will in almost all instances act as a controller. In very limited circumstances we may act as a processor in which case we will let you know and ensure that an appropriate contract is put in place.
- 6.3 When we communicate with you by email or other electronic correspondence, by telephone or using video conferencing software. You may give us your Identity, Contact, Academic and Employment Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:

- Apply for a vacancy.
- Complete any application form or pack.
- By submitting your CV.
- With attending an interview, either face-to-face, on-line meeting or a conference call.

6.4 There are other areas whereby we may collect data as part of our recruitment process and may involve third parties such as:

- From employment agencies or introduction services.
- By referees who have been nominated by yourself.
- From checks with any relevant professional bodies such as the SRA.
- The Disclosure and Barring Service (DBS checks).
- The Home Office if we need to establish your right to work within the UK.

## 7 How we use your personal data

### 7.1 Legal basis

The law requires us to have a legal basis for collecting and using your personal data. We rely on one or more of the following legal bases:

- 7.2 **Recruitment process:** to be able to communicate and correspond with you, line managers and Directors at Massers in order to follow our recruitment procedures and policies. This includes being kept informed of progress, drawing up shortlists, to consider applicants for other vacancies, comply with statutory checks, to carry out a fair recruitment process and to comply with our legal and regulatory obligations.
- 7.3 **Legitimate interests:** Where it is necessary for our legitimate interests as an employer (or those of a third party) and your interests and fundamental rights do not override those interests. These legitimate interests include our interests in managing our relationship with you and any third party involved with our recruitment process and other members of Massers staff, hosting virtual and in-person events and ensuring appropriate standards and compliance with policies and practices or procedures.
- 7.4 **Legal obligation:** Where we need to comply with a legal obligation to which we are subject.
- 7.5 **Consent:** We rely on consent only where we have obtained your active agreement to use your personal data for a specified purpose, for example if you subscribe to an email newsletter.
- 7.6 Where processing of "special category data" is necessary in the context of legal claims or where another legal ground other than explicit consent is available to us under relevant data protection legislation.
- 7.7 Where our legal services require us to process "special category data" and where we have obtained your explicit consent to do so. If we seek and obtain your consent, you may withdraw it at any time.

## 8 Purposes for which we will use your personal data

8.1 We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose/Use	Type of data	Lawful basis for processing including basis of legitimate interest
To carry out a fair recruitment process.	Identity Contact Professional	Necessary to comply with a legal or regulatory obligation. Public interest. Necessary for our legitimate interests (that an individual has not been barred from the profession or has criminal convictions). We will retain this data in accordance with our retention and destruction policy which can be viewed on request.
To obtain references from either a previous employer, academic institution or third party (such as the voluntary sector).	Identity Contact Transaction Communications	Performance of a contract with you Necessary for our legitimate interests (to verify dates/job titles/achievements corroborate with applicants CV) We will retain this data in accordance with our retention and destruction policy which can be viewed on request.
For the recruiting personnel to consider applications which may be suitable for other roles within the organisation.	Identity Contact Profile Communications	Performance of a contract with you Necessary for our legitimate interests (to keep our records updated and to study how customers and clients use our products and services) We will retain this data in accordance with our retention and destruction policy which can be viewed on request.

To enable us to perform statutory and regulatory checks	Identity Contact Profile Communications	Performance of a contract with you Necessary for our legitimate interests (to ensure individuals do have the right to work within the UK, that there has been no disciplinary action taken by either the Solicitors Regulatory Authority or the Solicitors Disciplinary Tribunal). We will retain this data in accordance with our retention and destruction policy which can be viewed on request.
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## 9 Data security

- 9.1 We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.
- 9.2 We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## 10 Data retention

### 10.1 How long will you use my personal data for?

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for.

- 10.2 We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.
- 10.3 To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory, or other requirements.
- 10.4 Details of retention periods for different aspects of your personal data are available in our retention policy which you can request from us by contacting us.

- 10.5 In some circumstances you can ask us to delete your data which is outlined in further detail below.
- 10.6 In some circumstances we will anonymise your personal data (so that it can no longer be associated with you).

## 11 Your legal rights

- 11.1 You have rights under data protection laws in relation to your personal data to:
- 11.2 **Request access to your personal data** (commonly known as a "subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- 11.3 **Request correction of the personal data that we hold about you.** This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- 11.4 **Request erasure of your personal data in certain circumstances.** This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- 11.5 **Object to processing of your personal data** where we are relying on a legitimate interest (or those of a third party) as the legal basis for that particular use of your data (including carrying out profiling based on our legitimate interests). In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your right to object.
- 11.6 **Request the transfer of your personal data** to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- 11.7 **Withdraw consent** at any time where we are relying on consent to process your personal data (see the table in section 4 for details of when we rely on your consent as the legal basis for using your data). However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

11.8 **Request restriction of processing of your personal data.** This enables you to ask us to suspend the processing of your personal data in one of the following scenarios:

If you want us to establish the data's accuracy;

- Where our use of the data is unlawful but you do not want us to erase it;
- Where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or
- You have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

11.9 If you wish to exercise any of the rights set out above, please contact our DPO via the details given above.

## **12 No fee usually required**

12.1 You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we could refuse to comply with your request in these circumstances.

## **13 What we may need from you**

13.1 We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

## **14 Time limit to respond**

14.1 We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## **15 Complaints**

15.1 You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK regulator for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.